

REQUEST FOR APPLICATIONS

Grand Bay National Estuarine Research Reserve Internship

RFx No: 3140000780

Smart No: 1450-17-R-RFQI-00007



ENHANCE ★ PROTECT ★ CONSERVE

Mississippi Department of Marine Resources
1141 Bayview Avenue
Biloxi, Mississippi 39530

Contact: Vandy A. Mitchell - procurement@dmr.ms.gov

Introduction

The Department of Marine Resources is currently seeking one contract worker for the position of Grand Bay NERR Intern at the Grand Bay National Estuarine Research Reserve (GBNERR) in Moss Point, Mississippi. The MDMR manages all marine life, public trust wetlands, adjacent uplands, and waterfront areas to provide for the balanced commercial, recreational, educational, and economic uses of these resources consistent with environmental concerns and social changes. This is a contract position for a period not to exceed one year.

Scope of Work/Job Duties

The position includes but is not limited to the following job duties:

- 1.) Assist GBNERR staff with reserve management activities and estuarine monitoring efforts for several ongoing projects and will participate with facilitation of ongoing outside research efforts with the GBNERR.
- 2.) Assists GBNERR staff activities including, but not limited to, erosion monitoring, surface elevation monitoring, invasive species removal, trail maintenance, restoration project monitoring, and emergent marsh vegetation monitoring.
- 3.) Additional duties will include; entering data, managing and analyzing Geographic Information System (GIS) data.
- 4.) Contribute to a variety of ongoing projects at the Grand Bay NERR while gaining experience with estuarine monitoring and sampling techniques including using marsh monitoring equipment (e.g., RTK survey equipment, surface elevation tables, etc.) and GIS software programs (e.g., ArcMap).
- 5.) Coordinates activities for outside researchers associated with the Environmental Cooperative Science Center (ECSC), which was established in 2001 as part of NOAA's Educational Partnership Program to address ecological and coastal management issues at National Estuarine Research Reserves (NERR) and National Marine Sanctuaries (for more information on ECSC see <http://www.ecsc.famu.edu/t-about-2.html>).
- 6.) Considerable outdoor work is involved with this position often under extreme weather conditions including extreme heat, wind, and rain. The position requires an individual that can endure the rigors of physically challenging tasks often performed in harsh weather conditions.
- 7.) Performs other duties as assigned.

Minimum Qualifications

The minimum qualifications which the MDMR is seeking for these position include:

- **Education:** Bachelor's degree in Natural Sciences (Master's strongly preferred) and,
- **Experience:** Minimum Experience working with GIS (ArcGIS v10; 2 years including spatial analysis functions), GPS technologies (1 year), Wetland Ecology (1 year, MS coastal ecology preferred), and Botany (1 year, MS plant identification preferred). Also desired is a working knowledge of coastal Mississippi flora and fauna and familiarity with boats and UTVs.
- **Other:** Must possess a valid Mississippi driver's license or driver's license from another state (Mississippi residents must have a Mississippi driver's license). MDMR will verify the driver's license.

Compensation and Hours Worked

This position pays \$13.00 per hour, and is for 40 hours per week. There are no benefits with the position.

Instructions for Applying

- Complete and **sign** the attached Application (all requested information must be completed).
- Attach your resume describing your education and prior work history, including relevant work experience.
- Attach a list of at least three references (name and current contact information). References familiar with your job performance skills are preferable. If MDMR is unable to contact your references based upon the contact information you provide, your application may be rejected.

You may submit your application packet (all of the above) in one of three ways:

- Via email to procurement@dmr.ms.gov;
- Via U.S. mail, postage prepaid, to:
 - Erin Gallagher, Director of Procurement, Mississippi Department of Marine Resources, 1141 Bayview Avenue, Biloxi, MS 39530; or,
- Via hand delivery to Erin Gallagher at the above address.

The **deadline** for receiving applications is **December 2, 2016 at 10:00 a.m.** Late applications will not be accepted.

You may be required to interview in person at MDMR in Biloxi, Mississippi, or by telephone.

Questions/Requests for Clarification

All questions and requests for clarification must be submitted by email to:

Vandy A. Mitchell Sr, Contracts Analyst at procurement@dmr.ms.gov

The MDMR will not be bound by any verbal or written information that is not specified within this Request for Applications unless issued in writing by the contact person.

Equal Opportunity Statement

MDMR will select the vendor for these services without regard to political affiliation, race, color, handicap, genetic information, religion, national origin, sex, religious creed, age, or disability.